

June 10, 2003

GUIDANCE FOR OVERSEAS INSTALLATION COMMANDERS REGARDING HOME SCHOOLING

This document is a memorandum for overseas installation commanders' responsibilities regarding dependents that are home schooled. Some frequently occurring issues that an installation commander may need to address regarding this subject are outlined below along with recommendations for their solution. This paper should be viewed as providing guidance only. Commanders should consult their legal advisors with respect to specific issues or questions. This guidance is intended to provide assistance to Department of Defense officials and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law.

Allegations of Educational Neglect

- References:
- (1) DoD Directive 6400.1, "Family Advocacy Program (FAP)," June 23, 1992
 - (2) DoD Instruction 6400.2, "Child and Spouse Abuse Report," July 10, 1987¹
 - (3) The "inherent authority" of installation commanders to maintain order, morale, and discipline.

Educational neglect is a reportable form of maltreatment covered by DoD Instruction 6400.2. Under the instruction, an installation commander should immediately notify his or her local Family Advocacy Program (FAP) office when an allegation of educational neglect is made and comply with the guidance provided by DoD Directive (DoDD) 6400.1² and his or her parent service. The disposition of an allegation of educational neglect involving a military sponsor who home schools his or her children must be based on the facts of the individual case and not based on the fact that the dependents are home schooled or are otherwise attending school outside the Department of Defense Dependents Schools (DoDDS) system.

For example, if school age dependents are observed playing at MWR facilities during core school hours, this does not, alone, establish that the sponsor is failing to ensure that his or her dependent receives a proper education. If an allegation of educational neglect is made because dependents are left unsupervised for extended periods, the focus should be on the fact that the dependents are left without supervision and may not be receiving an education. The vehicle used to deliver their education, be home schooling, a private or public school, or a DoDDS school, is irrelevant.

¹ DoD Instruction 6400.2, "Child and Spouse Abuse Report," July 10, 1987. The instruction has been cancelled, however, the guidance remains in effect. DoD policies regarding the prevention of child and spouse abuse, while E2.1.3 defines Child and Spouse Abuse and E2.1.7 defines the Family Advocacy Program.

Ascertaining School Choice

- (1) Installation Commander's inherent authority to maintain order, morale, and discipline
- (2) DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended
- (3) 20 F.S.C. 920(d)
- (4) ASD(FMP) Memorandum, "Department of Defense Education Activity Home Schooling Policy," dated June 27, 2002
- (5) DoDEA Policy Memorandum on Home Schooling, dated November 6, 2002

Installation commanders have authority based on their responsibility to maintain order, morale, and discipline and to enforce the prohibition against educational neglect to be informed whether and where dependents of military and civilian sponsors are being educated. The installation commander may exercise his or her inherent authority by requiring military and civilian sponsors, as part of in-processing, to "register" their choice of educational option (i.e., DoDDS schools, private public host nation schools, or home schools) for their dependents. Installation commanders may verify the assertions of sponsors as necessary. Installation commanders can best support the educational choices of military families when they are fully informed of these choices.

In the case of DoDDS schools, an installation commander provides support by advising incoming personnel about the scope of the commuting area, the extent of pupil transportation services, the availability of housing in the commuting area, and the availability of tuition assistance for educational services provided by non-DoD schools.

In the case of home schoolers eligible to use and receive auxiliary services from DoDDS schools without registering or enrolling for a minimum number of courses, the installation commander provides support by ensuring that families are apprised of their dependents' eligibility to use and receive those services.² Installation commanders may also support families who home school by: (1) providing information, through the installation's servicing legal office, concerning any host nation or local laws, customs, or practices that might affect home schooling; and (2) reporting through command channels any barriers or other problems regarding home schooling raised by host nation or local officials.

If the sponsor refuses to inform the installation commander where his or her dependent is being educated, the installation commander has various options. The installation commander may attempt to obtain this information by notifying sponsors of the educational options available in dependent's overseas areas, including the availability of DoDDS schools and auxiliary services for home schoolers. Second, if the sponsor will not verify his or her school age dependent is receiving an education, the installation commander may inform the sponsor that it is imperative that school age dependents receive an education, and that DoD Directive 6400.1 states that a failure to provide an education for school age dependents raises issues of educational neglect.³ If the sponsor continues to refuse to provide the requested information, the installation

² ASD(FMP) Memorandum, "Department of Defense Education Activity Home Schooling Policy," dated June 27, 2002, at 10 (regarding eligibility to attend DoDDS schools).

commander should inform the sponsor that he or she will refer the matter to the Family Advocacy Program for review.

The commander may also consider the progressive use of other available options. For example, if counseling the sponsor about his or her obligation to ensure that school age dependents receive an education does not prove successful, the installation commander can consider restricting the dependents and/or sponsors' access to installation facilities. In such instances, there must be a nexus between the problem that is being addressed and the privilege that is being withheld, e.g., the dependent spends most of the day in a fast food establishment on the installation. Finally, the installation commander may consider withdrawing command sponsorship of the dependent.

However, adverse action cannot be taken because the school age dependent is receiving his or her education through home schooling.

Assessment of Home Schooling Programs

Authority: None

Installation commanders lack authority to review, assess, or approve/disapprove the content of home schooling programs used by military dependents eligible to attend DoDEA schools. A host nation, as well as states, commonwealths, territories or possessions where a DoD sponsor is stationed may impose legal requirements such as approval or disapproval of particular home schooling programs. Installation commanders may review records of home schooling programs only to verify that the dependent is being home schooled.

Auxiliary Services for Home Schoolers

Authority: (1) 20 U.S.C. 926(d)

(2) DoDEA Policy Memorandum on Home Schooling, dated November 6, 2002

Auxiliary services available to eligible home schoolers include use of DoDDS' academic resources, school libraries, school facilities (after hours), and participation in music, sports, and other extracurricular (e.g., drama, public speaking, cheerleading) and interscholastic activities (e.g., U.S. Model Senate, varsity football, science symposium). Installation commanders should maintain a list of auxiliary services available to eligible home schoolers in their command. The list should include the names, phone numbers, and e-mail addresses of DoD school personnel responsible for providing auxiliary services to home schoolers. The list should be updated annually and provided to sponsors who indicate an intention to home school their dependents.

Compliance with Host Nation and Local Home Schooling Requirements

Authority: (1) ASD (EMP) Memorandum, "Department of Defense Education Activity Home Schooling Policy," dated June 27, 2002

(2) DoDPEA Policy Memorandum on Home Schooling, dated November 6, 2002

Comment: Parents who home school their dependents, not the installation commanders, are responsible for complying with host nation and local requirements pertaining to home schooling. In some overseas areas there may be limitations on home schooling that are not clearly defined in terms of their applicability to military families. In these areas, installation commanders can support military families by: (1) providing information, through the installation's servicing legal office, concerning any host national or local laws, customs, or practices that might have an impact on home schooling, and (2) reporting through command channels any home schooling difficulties encountered from host nation or local officials.

Discipline of Home Schoolers

Authority: (1) Installation Commander's inherent authority to maintain order, morale, and discipline

Home schoolers are expected to comply with the same installation standards of conduct that are applicable to students enrolled in DoDDS schools. Installation commanders should process all disciplinary matters involving a home schooled dependent based solely upon the conduct in question. If warranted, remedial administrative measures may be imposed, including withdrawal of command sponsorship.

For example, if home schooled dependents are unruly and cause a disturbance on a recurring basis, the installation commander should focus on the behavior in processing the disciplinary matter. If the behavior is inappropriate, it should be addressed on its merits.

Sponsor's Right to Home School

Authority: (1) ASD(FMP) Memorandum, "Department of Defense Education Activity Home Schooling Policy," dated June 27, 2002

(2) DoDEA Policy Memorandum on Home Schooling, dated November 6, 2002

10b DoDEA policy neither to encourage nor discourage military sponsors from home schooling their minor dependents. Both DoD and DoDEA recognize that home schooling is a military family's right. Accordingly, installation commanders should not make statements or take actions indicating that home schooling is less acceptable than attending DODEA schools or public or private schools within the host nation.

For use at: June 26, 2003 DEDC Meeting

Prepared by: Ms. Maryanne Wilkin, DoDEA General Counsel



DEPARTMENT OF DEFENSE
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November 6, 2002

Office of the Director

02-OD-02

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM

Home Schooling

This Policy Memorandum supersedes all previous policies on home schooling issued by the Department of Defense Education Activity (DoDEA). It applies to DoD dependent students eligible to attend a DoDEA school on a space-required basis in the Department of Defense Dependents Schools (DoDDS) and on a tuition-free basis in the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) systems.

It is DoDEA policy neither to encourage nor discourage DoD sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is a sponsor's right and can be a legitimate alternative form of education for the sponsor's dependents.

A host nation, state, commonwealth, or territory where a DoD sponsor is stationed may impose legal requirements on home schooling practices. DoDEA encourages DoD sponsors who wish to home school their dependents to communicate their desire to their commanders to determine if there are any command policies or other rules ensuring that home schooling practices meet host nation, state, commonwealth, or territory requirements. Sponsors are responsible for complying with applicable local requirements.

DoDEA schools will provide and offer home schooled DoD dependents classes and/or special education services, consistent with existing regulations and policy. Dependents of sponsors electing to take a single class or more must complete a registration form and comply with other registry procedures and requirements.

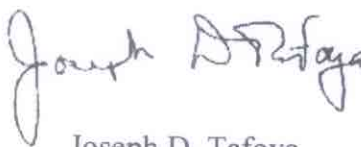
By statute, (20 U.S.C. 926(d), as amended by section 353 of PL 107-107) eligible dependents in overseas areas are entitled to receive specified auxiliary services from DoDDS. This Policy Memorandum implements this statutory provision for DoD dependents who are eligible to enroll in DoDDS on a space-required basis and

administratively extends it to DoD dependents who are eligible to attend DDESS on a tuition-free basis. A DoD dependent who is educated in a home school setting but eligible to enroll in a DoDEA school, shall be permitted to use or receive auxiliary services of that school without being required either to enroll in or to register for a minimum number of courses offered by the school. A DoD dependent who is home schooled may be required to satisfy other eligibility requirements as well as to comply with standards of conduct applicable to students actually enrolled in the DoDEA school who use or receive the same auxiliary services. Auxiliary services includes use of academic resources, access to the library of the school, after-hours use of school facilities, and participation in music, sports, and other extracurricular and interscholastic activities.

For the purposes of use or receipt of auxiliary services without enrolling or registering in DoDDS, a DoD dependent must be eligible for space-required enrollment as specified in DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas." For the purposes of use or receipt of auxiliary services without enrolling or registering in DDESS, a DoD dependent must be eligible for tuition-free enrollment, as specified in DoD Directive 1342.26, "Eligibility Requirements for Minor Dependents to attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)." In both DoDDS and DDESS, eligible home schooled DoD dependents using or receiving auxiliary services or electing to take courses will not be charged tuition.

Proof of eligibility must be provided and will be maintained at the school where the dependent is receiving services or participating in extracurricular or interscholastic activities. Documentation establishing eligibility will not be maintained as a permanent record and will be returned to the sponsor when services are no longer being received, the dependent is no longer participating in extracurricular or interscholastic activities, or the school year ends, whichever is earliest.

Attached are Frequently Asked Questions and Answers related to the implementation of this Policy Memorandum.



Joseph D. Tafoya
Director

Attachment:
As stated

FREQUENTLY ASKED QUESTIONS

The following Frequently Asked Questions (FAQs) are designed to assist students, parents, teachers, coaches, principals, school administrators, and others in understanding the implementation of the Department of Defense Education Activity (DoDEA) Policy Memorandum on Home Schooling dated November 6, 2002.

THE POLICY

1. Where can I obtain a copy of DoDEA's Policy Memorandum on Home Schooling?

A copy of the DoDEA Policy Memorandum on Home Schooling is located on the DoDEA website at www.odedodea.edu. You can also obtain a copy by writing to DoDEA, 4040 North Fairfax Drive, Arlington, VA 22203-1635, Attn: Chief of Staff.

2. Does DoDEA have any other home schooling policies besides the November 6, 2002 Policy Memorandum on Home Schooling?

No. The November 6, 2002 Policy Memorandum on Home Schooling supersedes all previous policies on home schooling issued by DoDEA.

3. Does DoDEA's Policy Memorandum on Home Schooling take a position on whether DoD sponsors should home school their dependents?

It is DoDEA policy neither to encourage nor discourage DoD sponsors from home schooling their dependents. DoDEA recognizes that home schooling is a sponsor's right and can be a legitimate alternative form of education for the sponsor's dependents.

AUXILIARY SERVICES

4. What are auxiliary services?

By statute, auxiliary services are defined as use of academic resources, access to the library of the school, after hours use of school facilities, and participation in music, sports, and other extracurricular and interscholastic activities.

5. What are academic resources?

Academic resources include textbooks, workbooks, library books, scheduled standardized tests, software, etc. These materials are provided to home schoolers on the same basis that such resources are made available to dependents enrolled in DoD schools.

6. Do academic resources include Internet access?

Academic resources include Internet access that is obtained through the Media Center/Library of the school on the same basis that such access is made available to dependents enrolled in DoDEA schools.

7. What constitutes after hours use of school facilities?

Home schoolers may use a specific school's facilities after the school day has ended on the same basis as other dependents enrolled in that school.

8. What are extracurricular activities?

DoDEA schools offer a wide range of extracurricular activities. Extracurricular activities vary from school to school. Activities may include drama, public speaking, Model United Nations, cheerleading, music, and Future Business Leaders of America. Parents and students are advised to contact their local school to obtain a current listing of authorized activities and organizations.

9. What are interscholastic activities?

Interscholastic activities are those activities that are conducted between two or more schools. Activities may be athletic or academic in nature (e.g., varsity football, science symposium, U.S. Model Senate.)

10. Are students required to enroll or register for a minimum number of courses to access auxiliary services?

Home schoolers are not required to attend a specific number of courses to receive auxiliary services, including participating in extracurricular and interscholastic activities.

ELIGIBILITY

11. In overseas areas (i.e., DoDDS), which home schoolers are permitted to use or receive auxiliary services without being required to either enroll or register for a minimum number of courses offered by the school?

In DoDDS, home schoolers permitted to use or receive auxiliary services without enrolling in school or registering for a minimum number of courses must qualify as DoD dependent students eligible to enroll on a space-required, tuition-free or space-required, tuition-paying basis. DoD dependent students eligible to enroll on a space-required, tuition-free basis include dependents of a sponsor who is: (1) a member of the armed forces serving on active duty and stationed in an overseas area; or (2) a full-time civilian officer or employee of DoD who is either a citizen or national of the United States stationed in an overseas area. A sponsor must be authorized to transport his or her dependent children to or from the overseas location at government expense and must be provided an allowance for living quarters in that area. DoD dependent students eligible to enroll on a space-required, tuition-paying basis include dependents of a sponsor who is assigned to a Military Assistance or Foreign Military Sales Program.

12. In overseas areas (i.e., DoDDS), are home schooled students eligible for space-available, tuition-free or space-available, tuition-paying enrollment permitted to use or receive auxiliary services without enrolling or registering in a minimum number of courses?

No. In DoDDS, the only home schoolers permitted to use or receive auxiliary services without registering or enrolling for a minimum number of courses are DoD dependent students eligible to enroll on a space-required basis.

13. In overseas areas, how does a home schooler establish that he or she is eligible to access auxiliary services, including extracurricular and interscholastic activities?

Proof of eligibility to access auxiliary services, including extracurricular and interscholastic activities, is established by a copy of the sponsor's orders and independent proof of the dependent's identity. Preferred forms of identification for a dependent are a birth certificate, a valid passport, a DoD identification card, or other photo identification.

14. In the United States, its territories, possessions, and commonwealths (i.e., DDESS), which home schoolers are permitted to use or receive auxiliary services

without being required to either enroll or register for a minimum number of courses offered by the school?

In DDESS, home schoolers permitted to use or receive auxiliary services without enrolling in school or registering for a minimum number of courses are DoD dependent students eligible to enroll in DDESS on a tuition-free basis. In the continental United States, this includes dependents of members of the armed forces and dependents of DoD civilian employees residing on a military installation served by a DDESS school. In territories, possessions, and commonwealths of the United States, this includes: (1) dependents of members of the armed forces and dependents of DoD civilian employees residing on a military installation; (2) dependents of members of the armed forces and dependents of DoD civilian employees not residing on a military installation; and (3) dependents of members of the armed forces assigned to a remote location or unaccompanied tour of duty, whose dependent resides, on or off a military installation, in a territory, possession, or commonwealth of the United States as authorized by the member's orders.

15. In the United States, its territories, possessions, and commonwealths, how does a home schooler establish that he or she is eligible to access auxiliary services including extracurricular and interscholastic activities?

For dependents of members of the armed forces residing on a military installation in the continental United States, proof of eligibility to access auxiliary services, including extracurricular and interscholastic activities, is established by: (1) a copy of the sponsor's orders; and (2) written affirmation by the installation family-housing manager that permanent quarters have been assigned, or will be assigned within 90 school days. For dependents of DoD civilian employees residing on a military installation in the continental United States, proof of eligibility is established by: (1) written affirmation by the DoD agency certifying the employee's employment and duty station; and (2) written affirmation by the installation family-housing manager that permanent quarters have been assigned, or will be assigned within 90 school days.

For dependents of members of the armed forces residing on a military installation in a territory, possession, or commonwealth of the United States, proof of eligibility is established by: (1) a copy of the sponsor's orders; and (2) written affirmation by the installation family-housing manager that permanent quarters have been assigned, or will be assigned within 90 school days. For dependents of DoD civilian employees residing on a military installation in a territory, possession or commonwealth of the United States, proof of eligibility is established by: (1) written affirmation by the DoD agency certifying the employee's employment and duty station; and (2) written affirmation by the installation family-housing manager that permanent quarters have been assigned, or will be assigned within 90 school days.

For dependents of members of the armed forces not residing on a military installation in a territory, possession, or commonwealth of the United States, proof of eligibility is established by a copy of the sponsor's orders. For dependents of DoD civilian employees not residing on a military installation in a territory, possession or commonwealth of the United States, proof of eligibility is established by the DoD agency providing: (1) written affirmation certifying the employee's employment and duty station; and (2) certification that the employee occupies a transferable position. A transferable position is one subject by policy and practice to transfer or reassignment to a location where English is the language of instruction in the schools normally attended by dependent children of Federal personnel.

For dependents of members of the armed forces assigned to a remote location or unaccompanied tour of duty, whose dependents reside, on or off a military installation, in a territory, possession, or commonwealth of the United States as authorized by the member's orders, proof of eligibility is established by a copy of the member's orders.

Proof of eligibility to access auxiliary services, including extracurricular and interscholastic activities, also requires independent proof of the dependent's identity. Preferred forms of identification for a dependent are a birth certificate, a valid passport, a DoD identification card, or other photo identification.

OTHER REQUIREMENTS

16. The DoDEA Policy Memorandum on Home Schooling states that a DoD home schooled dependent may be required to satisfy other eligibility requirements to use or receive auxiliary services. What are these requirements?

Home schoolers using or receiving auxiliary services must meet the same eligibility requirements applicable to dependents enrolled in DoDEA schools who use or receive the same auxiliary services. These eligibility requirements may include, but are not limited to: age certification; maintaining scholastic eligibility; providing documentation of current immunizations, physical exam, and proof of insurance coverage; and signing a standards of conduct form and Internet access agreement.

17. How does a sponsor of a DoDDS home schooled dependent verify his or her child's scholastic eligibility when required for participation in interscholastic, extracurricular, or other activities?

For each academic quarter, the sponsor must provide a certified statement of progress or other form of evaluation from an accredited home schooling provider attesting to the dependent's satisfactory progress in the course of study that he or she is enrolled in. If the dependent is not enrolled in an accredited home schooling program, the sponsor must

provide a self-certified statement attesting to the dependent's satisfactory progress in the course of study that he or she is taking.

18. How does a sponsor of a DDESS home schooled dependent verify his or her child's scholastic eligibility when required for interscholastic, extracurricular, or other activities?

For each academic quarter, the sponsor must provide the appropriate documentation required by state law to verify academic progress in order to establish his or her child's scholastic eligibility for interscholastic or extracurricular activities. In the absence of a state requirement, the sponsor must provide a certified statement of progress or other form of evaluation from an accredited home schooling provider attesting to the dependent's satisfactory progress in the course of study that he or she is enrolled in. If the dependent is not enrolled in an accredited home schooling program, the sponsor must provide a self-certified statement attesting to the dependent's satisfactory progress in the course of study that he or she is taking.

19. How are grades verified when a dependent leaves a DoDEA school to be home schooled during the school year and wishes to continue participating in interscholastic, extracurricular, or other activities that have a grade requirement?

Grades earned by the dependent while enrolled in the DoDEA school will be used to determine scholastic eligibility for the duration of the activity that school year.

20. The DoDEA Policy Memorandum on Home Schooling states that a DoD home schooled dependent may be required to comply with standards of conduct to use or receive auxiliary services. What are these standards?

Home schoolers using or receiving auxiliary services must comply with the same standards of conduct applicable to dependents enrolled in DoDEA schools who use or receive the same auxiliary services. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with DoDEA administrators and teachers the responsibility for developing a climate within the school that is conducive to productive learning. Standards of conduct that students are expected to adhere to include, but are not limited to: maintaining textbooks and equipment, respecting property, obeying school rules, and accepting reasonable and appropriate consequences if responsibilities are not fulfilled. Individual schools have standards of conduct outlining policies on student dress and grooming, drug use, smoking, alcohol use, possession of weapons, etc. The specific information can be found in the each school's *Student Handbook*.

CLASSES AND SPECIAL SERVICES

21. What is the difference between courses/classes and auxiliary services?

Courses/classes take place during the defined school day with a classroom teacher and defined curriculum standards. Auxiliary services are other services or activities that take place outside the defined school day.

22. What are the procedures that a home schooled dependent must follow if he/she wants to take single and/or multiple classes?

Home schooled dependents electing to take a single class or more at a DoDEA school must have their sponsors complete a registration form and comply with other registry procedures and requirements of the school.

23. May home schooled dependents receive English as a Second Language (ESL) services?

A home schooled dependent may receive ESL services if he or she meets the eligibility criteria for ESL services. Each DoDEA school has a copy of the eligibility criteria for ESL services. ESL services are provided in the context of a course or class during the defined school day with an ESL teacher and defined curriculum standards. Therefore, sponsors of home schooled dependents eligible to receive ESL services at a DoDEA school must complete a registration form for the courses or classes to be attended by the dependents and comply with other registry procedures and requirements of the school.

24. May home schooled dependents receive Gifted and Talented (GT) services?

A home schooled dependent may receive GT services if he or she meets the eligibility criteria for GT services. Each DoDEA school has a copy of the eligibility criteria for GT services. GT services are provided in the context of a course or class during the defined school day with a GT teacher and defined curriculum standards. Therefore, sponsors of home schooled dependents eligible to receive GT services at a DoDEA school must complete a registration form for the courses or classes to be attended by the dependents and comply with other registry procedures and requirements of the school.

25. What special education services are available to home schoolers?

A home schooled dependent may receive special education and related services if he or she meets the eligibility criteria for such services. Each DoDEA school has a copy of the eligibility criteria for special education and related services. Special education and related services (including transportation arrangements) will be provided as identified in the home schooled dependent's individualized education program (IEP). Sponsors of

home schooled dependents eligible to receive special education and related services at a DoDEA school must complete a registration form and comply with other registry procedures and requirements of the school.

MISCELLANEOUS

26. Do schools receive any additional funding to offset costs associated with home schoolers use or receipt of auxiliary services?

No, not at this time.

27. Are there legal requirements on home schooling practices for DoD dependents?

A host nation, state, commonwealth, territory, or possession where a DoD sponsor is stationed may impose legal requirements on home schooling practices. Sponsors are responsible for complying with applicable local requirements and should consult with installation Staff Judge Advocates concerning these requirements.

28. Who is responsible for transporting home schoolers to and from DoDEA schools when they access auxiliary services?

Sponsors are responsible for transporting home schoolers to and from DoDEA schools when they access auxiliary services.

29. Who is responsible for transporting home schoolers to and from DoDEA schools when they are attending single or multiple classes?

Bus transportation is provided to all students to and from DoDEA schools at regularly scheduled times. If a home schooler's schedule coincides with the school's regular bus schedule, he or she may ride the bus. If the home schooler's schedule does not coincide with the school's regular bus schedule, the responsibility for the student's transportation resides with the sponsor.

30. If I have additional questions about DoDEA's Home Schooling Policy Memorandum, whom do I contact?

You may contact the Office of the Chief of Staff, DoDEA, 4040 North Fairfax Drive, Arlington, VA 22203-1635, telephone: (703) 696-1352.



2/27/04 DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

SFIM-EU-MW-C (608)

23 October 2003

MEMORANDUM FOR SEE DISTRIBUTION 49 am

SUBJECT: Child and Youth Services (CYS) FY 2004 Report Requirements/Suspense Calendar

1. The FY 2004 CYS Report Suspense Calendar is attached (Encl 1).

a. Due Monthly:

- (1) Extraordinary Contingency Condition Status Report (Encl 2).
- (2) Extraordinary Contingency Conditions Reporting and Reimbursement Tool (Encl 3).

b. Due Quarterly:

- (1) Installation Waiting List Information Report (Revised form at Encl 5).
- (2) FCC Subsidy Initiative Quarterly Summary (Encl 6).
- (3) Quarterly Installation Report (Promise Passport) (Encl 7).
- (4) 4-H Quarterly Report (Format to be provided at later date).
- (5) School Liaison Services Quarterly Reporting Tool (Format provided with separate tasker).

c. Due Annually:

- (1) Youth Services Summer Program After-Action Report (Encl 8).
- (2) FY05 Summer Camp Requirements (Encl 9).
- (3) Risk Management Program, Memorandum, CFSC-FM-I, 02 Oct 2003, Subj: FY 2004 RIMP, FCC Reporting (Encl 10).
- (4) School Liaison Services School List Worksheet (Format provided with PCMA tools).
- (5) CYS Annual Report and Program Status Updates -- series of topical electronic CYS updates: Annual Profile, Staffing Summary, Facility Food Program Update, Family Child Care Food Program Update, Demographics Report, Information Paper, Staff/Provider Summary Status Report, and Staffing Template. IMA-E MWRD electronically forwards these formats to ASGs each August.

SFIM-EU

SUBJECT: Child and Youth Services (CYS) FY 2004 Report Requirements/Suspense Calendar

23 October 2003

SFIM-EU-MW-C (008)

(6) Annual Child Care Fee Review (Format to be forwarded at later date).

(7) Annual School-Age (SA) Care Fee Review (Format to be forwarded at later date).

(8) Annual CYS Team Sports Fee Report (Format to be forwarded at later date).

(9) Boys & Girls Clubs of America (BGCA) Annual Report (Format to be forwarded at later date).

(10) Boys & Girls Clubs of America (BGCA) Youth of the Year (not enclosed).

(11) Staff/Provider Summary Status Report (Format provided with PCMA tools).

(12) Staffing Template (Format provided with PCMA tools).

2. Request ASGs compile, review, verify, and then forward BSB reports electronically to the IMA-E point of contact, Lib Keppner, Program Analyst, keppnere@ima-e.army.mil, DSN 370-7761; Commercial, 06221-57-7761.

FOR THE DIRECTOR, INSTALLATION MANAGEMENT AGENCY, EUROPEAN REGION:

10 Encls
as

MICHAEL CAIN
Acting Chief, Morale, Welfare
and Recreation Division

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1.3 Ms. Tucker reports ERM C is developing a work group/process action team for gathering data on whether re-screening is required on family members returning from medical treatment in CONUS. Keep issue open.

1.4.1 A draft of 1315R has been staffed. The latest information from Dr. Posante is that the DODI is at the General Council for review. Keep open at this time.

1.5 Mr. Cannon reported that the IMA-E XO is pursuing an answer to the Memorandum sent to Director, Installation Management Agency on 02 Oct 2003 from the IMA-E Director. The memorandum addressed the problem of service members not being properly educated on EFMP at AIT and appropriate screening being done before assignment. Keep issue open.

Ms. Tucker presented a related issue regarding a recent increase in the number of requests for command sponsorship from soldiers who brought family members to Europe without going through the EFMP screening process before orders were cut. These screening requests are not related to recent marriage or acquired dependents. In order to pinpoint the problem area data collection will be requested from ERM C Health Clinics and the ACS EFMP staff to determine the number of soldiers affected. This will be a tasking to the field from ERM C and IMA-E. Mr. Cannon and Ms. Tucker will coordinate this endeavor. Sue Gurley stated she keeps information on all educational screenings and she will provide a quarterly report to Ms. Tucker for inclusion in this data collection. Keep issue open.

Ms. Tucker presented a related issue that PSB/PACs are requesting DA 7246-R before they will submit family travel paperwork. This is not a requirement. This problem will be resolved by a step-by-step SOP for EFMP screening at the PSB. The WG will coordinate development of the SOP (see 1.9).

1.5.1 No change and issue will be kept open.

1.5.1.1 A message from 1PERSCOM was sent Human Resources (HR) Command reinforcing the need for EFMP screening and not to bypass the requirement to process through 1PERSCOM. HRC has not sent this message to the field. Mr. Ezar will check on the status. Keep issue open.

1.5.2 Ms. Gurley reports the DoDDS directory is on the desk of Lorie Sebesyen and she may be able to review it this month. Ms. Tucker will distribute a draft copy of the directory of schools that ERM C received for review. ERM C has made recommendations on the directory. Vilseck ES is to be a Cat 4, but not the Grafenwoehr ES. Mr. Allen remarked that Grafenwoehr will have an increase of 2000-3000 in 4-5 years, based on projected construction. The WG agreed we must alert the leadership of the need for a CAT 4 HS at Vilseck due to this projected increase. Since the process takes significant time, we must keep our eye on this issue. Ms. Gurley states she will ask the regional superintendent to write a letter to ensure resources are available for a CAT 4 HS at Vilseck. Keep issue open.